

EDITED TASK LISTING

CLASS: Correctional Sergeant

NOTE: Each position within this classification may perform some or all of these tasks.

Task #	Task
1.	Completes or assists in the completion of Incident Reports (CDCR 837) utilizing computers, Inmate Central Files, related reports, Penal Code, California Code of Regulations, Departmental/local operating procedures, etc. on an as needed basis.
2.	Completes or assists in the completion of Order for Hearing and Placement in Segregated Housing (CDCR 114D) to place an inmate in Segregated Housing (Medical Unit, Administrative Segregation Unit, etc) utilizing computers, Inmate Central Files, related reports, California Code of Regulations, Departmental/local operating procedures, etc. on an as needed basis.
3.	Becomes certified and acts as a Hearing Officer for Administrative 115s in order to adjudicate Rules Violation Report (CDCR 115) utilizing California Code of Regulations, Title 15, etc., on an as needed basis.
4.	Addresses inmate's issues/Inmate Appeals (CDCR 602) regarding housing and programming concerns, etc. in order to resolve the inmate's concerns utilizing Departmental/local operating procedures, California Code of Regulations, etc., on a daily basis.
5.	Performs or serves as court liaison, witness or subject matter expert for court proceedings in order to provide testimony, knowledge and experience utilizing court mandates, Penal Code, Departmental/local operating procedures, California Code of Regulations, etc. on an as needed basis.
6.	Conducts rank and file, Level 1 internal affairs investigations or staff complaint fact-finding via inmate appeals/general public to determine if allegations are substantiated and provide recommendation(s) to administration/hiring authority utilizing local operating procedures, California Code of Regulations, etc. on a daily basis.
7.	Conducts staff meetings to provide staff updated information/training to keep staff informed utilizing Penal Code, Memoranda Of Understanding (MOU), California Code of Regulations, personal knowledge and experience, staff input/meetings, on-the-job training, pertinent documents, Departmental/local operating procedures, promotional opportunities, etc., on a daily basis.
8.	Delegates work tasks to subordinate staff to ensure tasks are completed utilizing good interpersonal communication skills, personal knowledge, observation and experience, frequent tours, staff meetings, etc., on a daily basis.
9.	Communicates performance expectations to staff to ensure policies and procedures are followed utilizing good interpersonal communication skills, personal knowledge, observation and experience, frequent tours, staff meetings, etc., on a daily basis.
10.	Ensures staff are cross-trained to perform local program functions to promote efficiency, safety and security of the facility/institution, utilizing good interpersonal communication skills, personal knowledge, observation and experience, frequent tours, staff meetings, on-the-job training, Departmental/local operating procedures, etc., on a daily basis.

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11.	Fills vacant posts and ensures coverage as needed to fulfill operational needs utilizing Watch Office, Personnel Services, staff sign in sheets, Watch Office Tracking System (WOTS), Personnel Post Assignment Schedule (PPAS), Departmental/local operating procedures, etc. on a daily basis.
12.	Ensures post orders are updated, complete, accessible to, and signed by subordinate staff to ensure staff knowledge of job functions and program schedule for assigned post utilizing frequent tours and inspections, personal knowledge and experience, Post Orders, computer, Departmental/local operating procedures, etc. on a daily basis.
13.	Ensures staff adhere to grooming standards, proper uniform wear, dress, etc. to ensure professional appearance within departmental guidelines, utilizing frequent tours and inspections, Post Orders, Departmental/local operating procedures, etc. on a daily basis.
14.	Ensures staff either have on their person, or have accessibility to, required safety equipment to ensure personal safety and institutional security in compliance with Departmental/local operating procedures, utilizing frequent tours and inspections, Post Orders, etc. on a daily basis.
15.	Ensures subordinate staff are skilled in the use of equipment (i.e., keys, expandable baton, pepper spray, firearms, etc.) to ensure personal safety and institutional security in compliance with Departmental/local operating procedures utilizing training records, verbal or written instructions, expectations, personal observations, on-the-job training, etc. on a daily basis.
16.	Revise, develop and implement unit procedures necessary to ensure safety and security of the institution/facility utilizing Penal Code, Departmental/local operating procedures, California Code of Regulations, etc., on an as needed basis.
17.	Ensures that staff meet mandated training requirements to ensure safety and security of the institution/facility utilizing individual Audit of Training, on-the-job training, staff meetings, Penal Code, Departmental/local operating procedures, California Code of Regulations, etc. on a daily basis.
18.	Applies the provisions of bargaining unit Memorandum Of Understanding (MOU) to prevent violations of employee rights utilizing frequent tours, personal observations, MOU, local agreements, etc. on a daily basis.
19.	Audits sign-in/sign-out time sheets daily, checking for correct codes and hours worked for staff accountability in compliance with FLSA standards utilizing Watch Office Tracking System (WOTS), Government Code, Memorandum Of Understanding (MOU), Departmental/local operating procedures, etc., on a daily basis.
20.	Recognizes and addresses staff-on-staff conflicts to ensure a hostile free work environment in compliance with Equal Employment Opportunity (EEO) and departmental guidelines utilizing good interpersonal communications skills, frequent tours, personal observations, staff meetings, on-the-job training, etc., on a daily basis.

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21.	Conducts inspections/tours to ensure that subordinate staff are alert and diligent in the performance of their duties and takes subsequent action to address deficiencies utilizing good interpersonal communications skills, frequent tours, personal observations, staff meetings, on-the-job training, Government Code, Memorandum Of Understanding (MOU), Departmental/local operating procedures etc., on a daily basis.
22.	Identifies, documents and addresses performance deficiencies in subordinate staff to ensure staff are performing at an optimal level utilizing frequent tours, personal observations, training records, good interpersonal communications skills, written performance expectations, Government Code, Memorandum Of Understanding (MOU), Departmental/local operating procedures, etc. on a daily basis.
23.	Provides staff with recommendations for training and development to meet performance expectations, personal/professional goals utilizing training records, verbal or written instructions, performance expectations, personal observations, Departmental/local operating procedures, etc., on a daily basis.
24.	Assesses the need for, completes and documents, on-the-job training to help staff achieve job-related functions and communicated expectations utilizing training records, verbal or written instructions, performance expectations, personal observations, Departmental/local operating procedures, etc., on a daily basis.
25.	Ensures that all apprentices in a specified area receive the appropriate training, direction and hours in work process categories by reviewing their Apprenticeship Daily Record (DAS-103), and providing cross training, on-the-job training, etc. on a daily basis.
26.	Identifies the need for and helps staff secure supplemental training by utilizing training records, verbal or written instructions, performance expectations, personal observations, Departmental/local operating procedures, etc., on a daily basis.
27.	Recognizes the superior performance of subordinate staff by making recommendations for special assignments, awards and other types of recognition, assigns peer leadership/mentoring duties or provides letters of recognition, appreciation or commendation, etc., on an as needed basis.
28.	Refer staff members to the Employee Assistance Program (EAP) and/or In-Service Training who have personal issues that are negatively impacting their work performance and continue to monitor their performance to ensure personal safety and institutional security, utilizing good interpersonal communication skills, personal observations and experience, staff input, etc., on an as needed basis.
29.	Ensures staff are up-to-date and/or aware of their In-Service Training responsibilities prior to year-end performance reviews, utilizing individual Audits of Training, Weapons Qualifications Card (CDCR 861), etc., on a daily basis.
30.	Maintain supervisory files to support staff performance evaluations utilizing letters of recognition or employee discipline, Government Code, Memorandum Of Understanding (MOU), Departmental/local operating procedures, etc., on a daily basis.

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31.	Prepares written employee performance reports utilizing their supervisory file, Official Personnel File, In-Service Training records, personal observation, input from other supervisors, Memorandum Of Understanding (MOU), Departmental/local operating procedures, etc., on a daily basis.
32.	Conducts frequent inspections of Weapons Qualification Cards (CDCR 861) to ensure staff are in compliance with departmental standards utilizing personal observation, Departmental/local operating procedures, etc., on an as needed basis.
33.	Approves or disapproves Merit Salary Adjustments (MSA) of subordinate staff utilizing their Official Personnel File, supervisory file, In-Service Training records, personal observation, input from other supervisors, Memorandum Of Understanding (MOU), Departmental/local operating procedures, etc. on an as needed basis.
34.	Reviews and authorizes shift documentation generated by subordinate staff, (i.e., unit logs, post orders, cell search log books, weekly inmate time card inspection sheets, etc.) to ensure safety and security of the institution, compliance with court mandates, Departmental/local operating procedures, etc. on a daily basis.
35.	For the safety and security of the institution and staff accountability, ensures staff sign-in and sign-out on the Sign-In/Sign-Out Sheets utilizing Departmental/local operating procedures, FLSA standards, Watch Office Tracking System (WOTS) checking for correct codes, hours worked, etc., on a daily basis.
36.	Reports irregular or suspicious staff behavior (e.g., over-familiarity with inmates, contraband, etc.) to ensure institutional safety and security utilizing personal observation, investigative skills, receiving confidential/non-confidential information, Departmental/local operating procedures, etc., on an as needed basis.
37.	Prepares letter of instruction, Employee Counseling Records (CDCR 1123), recommendations for adverse action and other progressive discipline documents on subordinate staff utilizing their Official Personnel File, supervisory file, Government Code, Memorandum Of Understanding (MOU), In-Service Training records, personal observation, input from other supervisors, etc. on an as needed basis.
38.	Be accessible to staff in order to assist or counsel them regarding problems/concerns utilizing good interpersonal communication skills, frequent tours, staff meetings, etc., on a daily basis.
39.	Consults with superiors and peers about concepts of, and applies, good leadership techniques utilizing command presence/leadership skills, good interpersonal communication skills, personal knowledge and experience, accessibility, etc., on a daily basis.
40.	Implements positive changes by guiding staff through the change process utilizing on-the-job training, staff meetings, command presence/leadership skills, good interpersonal communication skills, personal knowledge and experience, accessibility, written instructions, etc. on an as needed basis.

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41.	Oversees the unit orientation of new correctional officers assigned to a specific area utilizing Post Orders, Departmental/local operating procedures, on-the-job training, personal observation, one-on-one instruction, assigning a mentor, etc., on an as needed basis.
42.	Reads all lesson plans to ensure accuracy, and completeness and checks revision dates prior to course delivery to ensure the latest training is provided, etc., on an as needed basis.
43.	Maintains accountability for the institution training budget by the appropriate scheduling of instructors, staff, and classes to efficiently utilize fiscal resources, etc., on a daily basis.
44.	Works with In-Service Training staff in other institutions and training facilities to coordinate the delivery of training courses and/or conferences for cost efficiency, etc., on an as needed basis.
45.	Plans, directs, organizes, audits and coordinates training for employees in institutions (i.e., Off Post Training Schedule (OPTS), block training, weapons qualifications, etc.) utilizing staff rosters, departmental training guidelines, etc. on a daily basis.
46.	Participates as a trainer in departmental training programs (i.e., the orientation of all new institution employees, Off Post Training Schedule (OPTS), block training, weapons qualifications, etc.) utilizing lesson plans, etc., on an as needed basis.
47.	Publishes, edits and distributes the monthly training bulletin for institution employees to inform staff of training schedules, policy changes, current events, etc. by utilizing the computer, available resources, administrative bulletins, etc. on a daily basis.
48.	Supervises the periodic audit of training files to ensure accuracy and placement of information in the file by utilizing random audits, comparing computer printouts with file contents, etc., on an as needed basis.
49.	Ensures that training completed by all staff in an institution is recorded and maintained within an automated system by utilizing random audits, comparing computer printouts with file contents, etc., on an as needed basis.
50.	Directs and monitors the completion of on-the-job training of Correctional Officer Cadets and apprentices by reviewing their Apprenticeship Daily Record (DAS-103), directing and monitoring Cadet On-Site Institutional Training (COSIT), etc. on an as needed basis.
51.	Evaluates the training needs of staff in an institution to implement new policies/procedures/mandates to ensure compliance with departmental directives, etc., on an as needed basis.
52.	Ensures armory staff responsible for maintaining equipment and weapons possess the proper armory training/certification by utilizing training files, certificate of training, etc. on a daily basis.
53.	Implements, records and distributes employee assignment changes by utilizing the Personnel Post Assignment Schedule (PPAS), Watch Office Tracking System (WOTS), Memorandum Of Understanding (MOU), local agreements, Departmental/local operating procedures, etc. on a daily basis.

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54.	Maintains the Post Assignment Schedule and performs reconciliation and audits as required by utilizing the Personnel Post Assignment Schedule (PPAS), Master Assignment Roster (MAR), Change in Established Positions (STD. 607), etc. on an as needed basis.
55.	Prepares Post and Bid documents, tracking administrative and bid positions, providing accurate and timely posting of available conditional and continuous bid positions by utilizing local agreements and MOU, etc., on an as needed basis.
56.	Notifies the Personnel Assignment Sgt. Of all available Permanent Intermittent Employees utilizing the Watch Office Tracking System (WOTS), etc., on an as needed basis.
57.	Collects information and prepares reports requested by the Administration utilizing available pertinent information, etc., on an as needed basis.
58.	Prepares and maintains rosters for uniform custody staff in accordance with institution policy and procedure, (i.e., post assignments, overtime, vacation, light duty, reasonable accommodation, detached duty, training and development and extended sick leave) utilizing the Personnel Post Assignment Schedule (PPAS), Return to Work Coordinator, Watch Office Tracking System (WOTS), Memorandum Of Understanding (MOU), local agreements, Departmental/local operating procedures, etc. on a daily basis.
59.	Notifies all staff of assignments by ensuring the weekly distribution of rosters, job change and vacation schedules and employee sign-in/sign-out sheets to the appropriate work areas utilizing the utilizing the Personnel Post Assignment Schedule (PPAS), Watch Office Tracking System (WOTS) , etc., on a daily basis.
60.	Prepares the Annual Vacation Schedule utilizing the Personnel Post Assignment Schedule (PPAS), Watch Office Tracking System (WOTS), Vacation Bid Sheets, Memorandum Of Understanding (MOU), local agreements, Departmental/local operating procedures, etc., on a daily basis.
61.	Reads all daily recaps and overtime expenditure logs to determine if the Institution Vacancy Plan is being followed by utilizing Watch Office Tracking System (WOTS), Memorandum Of Understanding (MOU), local agreements, etc., on a daily basis.
62.	Issues overtime meal vouchers for any staff that have worked overtime by utilizing Watch Office Tracking System (WOTS), sign-in/sign-out sheets, Memorandum Of Understanding (MOU), etc., on a daily basis.
63.	Participates in planning, organizing and implementing the Department's recruitment programs utilizing available pertinent information, media resources, departmental needs, etc., on an as needed basis.
64.	Coordinates recruitment efforts and supervises an institution's recruitment team utilizing experienced personnel, available pertinent information, media resources, departmental needs, etc., on an as needed basis.
65.	Serves as regional recruitment coordinator and provides support for specified institutions' recruitment teams, (i.e., identifying, coordinating, and scheduling their participation in recruitment events) utilizing media resources, departmental needs, etc., on a daily basis.

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66.	Collects and reviews documents submitted by prospective employees containing personal historical data to determine employment eligibility (e.g., minimum qualifications) by utilizing departmental guidelines, Penal Code, etc., on a daily basis.
67.	Verify the suitability of prospective employees by coordinating and contacting other criminal justice agencies, employers, schools, references, etc., on a daily basis.
68.	Maintains active background investigation files containing confidential information utilizing departmental guidelines (e.g., records retention schedule, confidentiality, Penal Code, etc.), etc., on a daily basis.
69.	Prepares and submits recommendations to the departmental hiring authority relative to the suitability of peace officer and other applicants utilizing information collected and departmental guidelines, etc., on a daily basis.
70.	Recommends new policies and procedures utilizing personal observation and experience, Penal Code, Memorandum Of Understanding (MOU), local agreements, Departmental/local operating procedures, etc., on a daily/as needed basis.
71.	Provides subject matter expertise for the completion of analyses on proposed legislation in order to provide testimony, knowledge and experience utilizing the Penal Code, California Code of Regulations, Departmental/local operating procedures, etc., on an as needed basis.
72.	Uses logs and other sources of information to investigate patterns of possible sick leave abuse by utilizing Watch Office Tracking System (WOTS), Return to Work Coordinator, Memorandum Of Understanding (MOU), Family Medical Leave Act (FMLA), sign-in/sign-out sheets, Departmental/local operating procedures, etc., on a daily basis.
73.	Coordinates with the Institutional Personnel Office to inform staff of the Physical Fitness Incentive Pay Program procedure utilizing monthly In-Service Training Bulletin, etc., on an as needed basis.
74.	Maintain personal compliance in all mandatory In-Services Training requirements utilizing individual Audit of Training, Penal Code, departmental guidelines, court mandates, etc., on an as needed basis.
75.	Ensures the coordination and completion of emergency and routine periodic counts utilizing the Departmental Data Processing System (DDPS), institutional bed files, departmental and local procedures, etc., on a daily basis.
76.	Processes Inmate Movement Forms (CDCR 135), receiving/releasing inmates from the institution by utilizing the Departmental Data Processing System (DDPS), institutional bed files, per departmental and local procedures, etc., on a daily basis.
77.	Receives and processes Inter-Facility Transfer Forms (CDCR 154) utilizing the Departmental Data Processing System (DDPS), institutional bed files, departmental and local procedures, etc. on a daily basis.

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78.	Provides direction and training to staff on the use of automated database system operations utilizing personal knowledge, departmental guidelines, Penal Code, etc., on an as needed basis.
79.	Provides information for use in determining housing arrangements via inmate interviews and Central File reviews for arriving inmates utilizing Integrated Housing Policy (IHP), Initial Housing Review form (CDCR 1882), Departmental/local policy and procedures, etc., on a daily basis.
80.	Ensures all appropriate paperwork is completed/verified prior to an inmate's departure by utilizing the Departmental Data Processing System (DDPS), institutional bed files, per departmental and local procedures, etc., on a daily basis.
81.	Monitors emergency alarm systems (e.g., fire, code, etc.) utilizing institutional radios, Central Control monitors, telephone system (e.g., 222, 333, off-hook), Departmental/local policies and procedures, and directing response as necessary, etc., on a daily basis.
82.	Once all out-count slips are received; cross references or supervises the cross-referencing of out-count slips with institutional bed files and the Departmental Data Processing System to ensure accuracy of the count, etc., on a daily basis.
83.	Supervises the return of inmates to their assigned housing unit, in a timely manner, for a mandatory emergency count when an escape plan has been activated utilizing institutional radios, telephones, per Departmental/local operating procedures, etc., on an as needed basis.
84.	Ensures visitor information is available to the public via telephone recording utilizing current Program Status Reports, local operating procedures, etc., on a daily basis.
85.	Approves inmate visitors, coordinates processing of visitor questionnaires (CDCR 106), and searching visitors and/or property, ensuring adherence to identification, attire, and property requirements/restrictions utilizing Automated Visiting Information System (AVIS), California Law Enforcement Telecommunication System (CLETS), Departmental/local operating procedures, etc., on a daily basis.
86.	Supervises all activities in inmate visiting locations, closely monitoring persons for suspicious or inappropriate behavior, the presence of contraband and/or drugs, and responds to visitor questions, concerns and/or problems utilizing video monitoring system, personal observation, confidential information, Departmental/local operating procedures, etc., on a daily basis.
87.	Approves a requisition for and ensures the proper control and use of materials and supplies and/or approves a requisition for equipment repair or replacement for a specified area utilizing a Supply Requisition form (STD 115), Departmental/local operating procedures, etc., on an as needed basis.
88.	Ensures the proper storage, inventory and reporting of hazardous materials and related issues in accordance with State procedures and Federal guidelines utilizing Materials and Stores Data Sheets (MSDS), CAL-OSHA regulations, Departmental/local operating procedures, etc. on a daily basis.

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89.	Supervises the management of facility flags, (i.e., procurement, storage, handling, posting, taking down, etc.) utilizing Federal, State, Departmental/local guidelines, etc. on a daily basis.
90.	To ensure the safety and security of the institution/facility, accounts for, inventories, issues, and ensures the proper functioning of keys and security/restraint equipment utilizing Departmental/local operating procedures, etc., on a daily basis.
91.	Manages the armory by ensuring all weapons, chemical agents and equipment are properly stored, secured, inventoried and maintained in good condition (clean/repair weapons as required per scheduled maintenance procedures) and related documentation is accurate and submitted on a timely basis utilizing the Office of Emergency Services' (OES) procedures, Departmental/local operating procedures, etc., on a daily basis.
92.	Rotates and audits weapons, ammunition and chemical agents at designated and emergency posts utilizing the Office of Emergency Services' (OES) procedures, Departmental/local operating procedures, etc., on a daily basis.
93.	Ensures that all Personal Protective Equipment (PPE) kits and cleanup kits are inventoried and complete utilizing Departmental/local operating procedures, inventory sheets/logs, etc. on a daily basis.
94.	Supervises the application of the key and tool control plan, including completing audits and documentation or tool control practices to ensure safety and security utilizing Departmental/local operating procedures, inventory sheets/logs, etc. on a daily basis.
95.	Ensures the safekeeping and maintenance of equipment, tools and materials, including supervising and ensuring their removal from a work area, identifying and responding to occurrences of missing equipment, handling/disposing of hazardous waste, etc. utilizing Departmental/local operating procedures, inventory sheets/logs, etc. on a daily basis.
96.	Coordinates between the screening Lieutenant and receiving housing units to properly house incoming inmates utilizing Integrated Housing Policy (IHP), Initial Housing Review form (CDCR 1882), Departmental Data Processing System (DDPS), Departmental/local policy and procedures, etc. on a daily basis.
97.	Supervises the handling of disruptions within Receiving and Release utilizing communication skills, Alarm Response Policy, Departmental Use of Force Policy, Departmental/local operating procedures, etc., on an as needed basis.
98.	Coordinates/supervises the control and processing of inmate arrivals in accordance with institution and departmental policy (i.e., notifications, photographing, unclothed body search, state clothing issue, bed roll issue, test of electrical appliances, identification card issue (new arrivals only), etc.) supervising the off-loading and recording of inmate property and records from the bus, ensuring accurate completion and placement of paperwork for the initiation of inmate facility records, ensuring proper routing of the Central File, Unit Health Record (UHR), and original Inmate Transfer Record (CDCR 135); etc. on a daily basis.

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Task #	Task
99.	Identifies enemy factors and compatibility needs when Administrative Segregation inmates are being transferred to/from Receiving and Release in groups for either intake or departure utilizing Central File, Inmate Transfer Record (CDCR 135), Intake Housing Sheet (CDCR 1882), Inmate Segregation Profile (CDCR 114A1), etc., on an as needed basis.
100.	Ensures inmates' housing records are accurate and complete utilizing Departmental Data Processing System, Inmate Transfer Record (CDCR 135), Intake Housing Sheet (CDCR 1882), Inmate Transfer form (GA 154), etc., on a daily basis.
101.	Supervises the documentation of all quarterly packages, special purchases, and appliances received utilizing pertinent documentation, Departmental/local operating procedures, etc., on a daily basis.
102.	Ensures all property is approved based on the housing location of the inmate before it is issued per Departmental/local operating procedures, etc., on a daily basis.
103.	Participates as a member of the Executive Use of Force Review Committee to provide input utilizing Penal Code, Departmental/local operating procedures, personal experience, etc., on an as needed basis.
104.	Closely monitors and supervises security for the Mental Health Services Delivery System programs within a specified area and participates as a member of the Interdisciplinary Treatment Team (IDTT), utilizing Federal Court mandates, Departmental/local operating procedures, Mental Health Services Guidelines, etc., on a daily basis.
105.	Assists other supervisors with any problems that may effect the smooth operation of the program utilizing personal experience, observations, communication skills, Departmental/local operating procedures, etc., on a daily basis.
106.	Updates Departmental/local operating procedures for a specified area as needed, but at least annually, utilizing the Penal Code, other Departmental/local operating procedures, court mandates, administrative bulletins, etc.
107.	Participates in classification committees, or as a member in a camp, by providing input and/or knowledge of the inmate utilizing personal observations, information gathering, etc. on an as needed basis.
108.	Works with California Department of Forestry (CDF) employees to operate a camp utilizing State, Departmental/local operating procedures, CDF/CDCR operating agreements, etc., on a daily basis.
109.	Reads emergency procedures and trains staff to carry out their responsibilities in the event of institutional emergencies, disasters, escapes, utilizing Departmental/local operating procedures, mutual aid agreement, Office of Emergency Services procedures, etc. on a daily basis.
110.	Ensures all unit staff maintain high visibility and correctional awareness during the performance of their duties utilizing random tours, on-the-job training, inspections, etc. on a daily basis.

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111.	Gathers information from inmates and other sources about conflicts and personal problems utilizing good interpersonal communication skills, investigative skills, personal observation and experience, etc. on a daily basis.
112.	Maintains an open line of communication with inmate "shot callers" utilizing good interpersonal communication skills, investigative skills, personal observation and experience, etc. on a daily basis.
113.	Identifies potential disruptive situations utilizing good interpersonal communication skills, investigative skills, personal observation and experience, etc. on a daily basis.
114.	Confiscates inmate possessions considered contraband to ensure the safety and security of the institution utilizing random searches, personal observation and experience, Departmental/local operating procedures, etc. on a daily basis.
115.	Resolves conflicts between inmates verbally utilizing good interpersonal communication skills, investigative skills, personal observation and experience, etc. on a daily basis.
116.	Trains subordinate staff utilizing lesson plans, on-the-job training and Departmental/local operating procedures, etc., to prevent inmate escapes, on a daily basis.
117.	Activates the alarm system to alert staff in the event of an emergency utilizing Personal Alarm Device, institutional radio, whistle, telephones, etc., on an as needed basis.
118.	Listens for and responds to alarms, shots fired and/or disturbances utilizing correctional awareness, Alarm Response and Use of Force Training, Departmental/local operating procedures, etc., on an as needed basis.
119.	Evaluates the need for, and activates primary and secondary response teams to address emergencies utilizing Alarm Response and Use of Force Training, Departmental/local operating procedures, etc., on an as needed basis.
120.	Ensures all staff are accounted for after an emergency/incident/alarm utilizing Staff Accountability Plan, per Departmental/local operating procedures, on an as needed basis.
121.	Ensures all inmates are accounted for after an emergency/incident/alarm by utilizing informal or Emergency Count Procedures, per Departmental/local operating procedures, on an as needed basis.
122.	Evaluates to determine if an apparent emergency is a diversion utilizing personal and staff observation and experience, available resources and information, etc., to ensure the safety and security of the institution, on an as needed basis.
123.	Notifies supervisor and Watch Commander of an incident, to provide information as soon as possible, utilizing institutional radio, telephone, verbal report, etc., on an as needed basis.
124.	Applies Alarm Response Procedures when necessary utilizing Alarm Response and Use of Force Training, Departmental/local operating procedures, etc., on an as needed basis.

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125.	Takes command, gives direction and/or provide direct supervision during an incident or emergency that occurs in a specified area utilizing Alarm Response and Use of Force Training, Departmental/local operating procedures, etc., on an as needed basis.
126.	Verbally attempts to separate two fighting inmates utilizing command presence, communication skills, Use of Force Training, etc. on an as needed basis.
127.	Assists in the preparation and activation of intra-agency mutual aid response mechanisms by utilizing Office of Emergency Services (OES) Coordinator, Departmental/local operating procedures, etc. on an as needed basis.
128.	Participates in controlling riot activities for the safety and security of the institution, utilizing Alarm Response and Use of Force Training, Departmental/local operating procedures, etc., on an as needed basis.
129.	May participate as a negotiator on the Crisis Response Team (CRT) utilizing specialized training, Emergency Operations Unit (EOU) procedures, communications skills, etc., on an as needed basis.
130.	Searches for and recaptures escaped inmates utilizing the Emergency Escape Procedures, mutual aid, Emergency Operations Unit (EOU), ID Warrants Unit, etc., on an as needed basis.
131.	Applies restraints to inmates to ensure the safety and security of the institution/facility utilizing Departmental/local operating procedures, etc. on an as needed basis.
132.	To ensure institutional security, instructs and/or evaluates staff's use of force utilizing the Penal Code, Use of Force Policy, Departmental/local operating procedures, etc., on an as needed basis.
133.	Writes use of force reports for inclusion in the Incident Report (CDCR 837) utilizing the Penal Code, Use of Force Policy, Departmental/local operating procedures, etc., on an as needed basis.
134.	Controls and resolves inmate work stoppages to ensure the safety and security of the institution utilizing communications skills, Departmental/local operating procedures, etc., on an as needed basis.
135.	Identifies the need for assistance for subordinate staff (e.g., Post Trauma Team and/or Employee Assistance Program) and coordinates access to available resources utilizing Departmental/local operating procedures, etc. on an as needed basis.
136.	Ensures the availability of various types of restraints for ready access to use in the escort/control of inmates via inventories/logs, per Departmental/local operating procedures, etc., on a daily basis.
137.	Instructs and/or evaluates staff's use of restraint gear utilizing on-the-job training, personal observation, etc., in compliance with Departmental/local operating procedures, on a daily basis.
138.	Gives verbal orders before and during the use of restraints on inmates in compliance with Departmental/local operating procedures, etc., on an as needed basis.

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139.	Maintains current qualifications of firearms/weapons in compliance with Penal Code, Departmental/local operating procedures, etc., on an as needed basis.
140.	Ensure staff use and maintain weapons in accordance with safety and security procedures utilizing Penal Code, Departmental/local operating procedures, etc., on a daily basis.
141.	Conducts medical emergency response drills with staff to ensure the safety of staff and inmates utilizing Departmental/local operating procedures, medical emergency drill checklist, etc., on an as needed basis.
142.	Makes decisions to wait for assistance and/or back-up in a medical emergency after evaluating the situation for staff safety and need for emergency care, per Departmental/local operating procedures, Administrative Bulletins, etc., on an as needed basis.
143.	When administering first aid, utilizes and ensures staff use proper universal precautions for the safety of staff utilizing Bloodborne Pathogens Control Plan, Departmental/local operating procedures, etc., on an as needed basis.
144.	Applies first aid if necessary utilizing approved departmental training to ensure the safety and care of staff and inmates, etc., on an as needed basis.
145.	Applies cardiopulmonary resuscitation if necessary utilizing approved departmental training to ensure the safety and care of staff and inmates, etc., on an as needed basis.
146.	Ensures staff applies proper CPR practices and procedures as necessary/appropriate utilizing approved departmental training to ensure the safety and care of staff and inmates, etc., on an as needed basis.
147.	Completes and processes the appropriate paperwork upon the occurrence of staff and/or inmate injuries within prescribed time frames, utilizing appropriate worker compensation forms, medical assessment, Incident Report, etc., on an as needed basis.
148.	Preserves crime scene integrity by directing staff around or away from the area per Departmental/local operating procedures, etc., on an as needed basis.
149.	Assigns individual staff to perform specific crime scene management duties, (e.g., keeping intruders out of the crime scene, photographing the scene, collecting evidence from the scene, preparing a diagram of a crime scene, etc.) to ensure proper processing of the evidence and crime scene per Departmental/local operating procedures, local agreements, etc., on an as needed basis.
150.	Ensures a log of activity on a crime scene is maintained (e.g., names of staff entering the scene, the time of their entrance and exit from the crime scene) by peace officer staff utilizing crime scene procedures, Departmental/local operating procedures, etc., on an as needed basis.
151.	Supervises the processing of suspected controlled substances to ensure that evidence is preserved and chain of custody is maintained utilizing Penal Code, Departmental/local operating procedures, etc., on an as needed basis.
152.	Isolates and ensures preservation of crime scenes by directing staff around or away from the area per Departmental/local operating procedures, etc., on an as needed basis.

EDITED TASK LISTING

CLASS: Correctional Sergeant

NOTE: Each position within this classification may perform some or all of these tasks.

Task #	Task
153.	Ensures the chain of evidence is preserved by directing staff in the proper handling and processing of evidence utilizing the Penal Code, Departmental/local operating procedures, etc., on an as needed basis.
154.	Ensures proper processing and preservation of legal evidence utilizing Evidence Logs, Evidence Room Entry Log, Penal Code, Departmental/local operating procedures, etc., on an as needed basis.
155.	Ensures staff is trained in procedures for handling and processing hazardous evidence (e.g., sharps, explosive/flammable material, bio-hazardous materials, etc.) utilizing approved containers, processes, documentation, per Penal Code, Departmental/local operating procedures, etc., on an as needed basis.
156.	Ensures staff process evidence in accordance with departmental and institutional procedures utilizing the Penal Code, approved processes, etc., on an as needed basis.
157.	Coordinates and supervises the collection of evidence to ensure that evidence is preserved and chain of custody is maintained utilizing Penal Code, Departmental/local operating procedures, etc., on an as needed basis.
158.	Ensures that staff and inmate property are protected during inspections and searches utilizing Penal Code, Departmental/local operating procedures, etc., on a daily basis.
159.	Directs and assists squad officers in conducting searches of inmate cells, dormitories, shops, recreation yards, grounds, and any other area utilizing Penal Code, Departmental/local operating procedures, etc., on a daily basis.
160.	Ensures staff are familiar with policies and procedures relative to proper storage areas/equipment/processes for collected evidence per Penal Code, Departmental/local operating procedures, etc., on a daily basis.
161.	Transports evidence as needed to ensure that evidence is preserved and chain of custody is maintained utilizing Penal Code, Departmental/local operating procedures, etc., on an as needed basis.
162.	Coordinates and supervises the preparation of Incident Packages (CDCR 837) and/or the collection, distribution and maintenance of incident records to ensure proper documentation utilizing the Departmental/local operating procedures, California Code of Regulations, Penal Code, etc. on an as needed basis.
163.	Supervises and arranges for the semi-annual destruction of incident records in accordance with court authorization utilizing the Records Retention Schedule, Departmental/local operating procedures, California Code of Regulations, Penal Code, etc. as needed.
164.	Conducts investigations of incidents occurring in a specified area interviewing staff and inmates to ensure proper documentation utilizing good interpersonal communication skills, investigative skills, personal observation and experience, Departmental/local operating procedures, etc. on an as needed basis.

EDITED TASK LISTING

CLASS: Correctional Sergeant

NOTE: Each position within this classification may perform some or all of these tasks.

Task #	Task
165.	Interviews or otherwise gather information from inmates regarding conflicts or disruptive situations to ensure proper documentation utilizing good interpersonal communication skills, investigative skills, California Code of Regulations Section 3321 Confidential Information, personal observation and experience, etc. on an as needed basis.
166.	Reviews the central files or inmates involved in an incident to gather information, (e.g., gang affiliation, disciplinary history, etc.) to ensure proper documentation utilizing good interpersonal communication skills, investigative skills, personal observation and experience, etc. on an as needed basis.
167.	Interviews and collect reports from all staff involved in or witnessing an incident to ensure proper documentation utilizing good interpersonal communication skills, investigative skills, personal observation and experience, Departmental/local operating procedures, California Code of Regulations, Penal Code, etc. on an as needed basis.
168.	Removes a Correctional Officer involved in a shooting incident for debriefing utilizing the Use of Force Policy, Departmental/local operating procedures, local agreements, etc., on an as needed basis.
169.	Prepares and submits a written report documenting the investigation of an incident occurring in a specified area utilizing good interpersonal communication skills, investigative skills, personal observation and experience, Departmental/local operating procedures, California Code of Regulations, Penal Code, etc. on an as needed basis.
170.	Makes case referrals to the District Attorney's Office upon conclusion of an investigation utilizing good interpersonal communication skills, investigative skills, Departmental/local operating procedures, California Code of Regulations, Penal Code, etc., on an as needed basis.
171.	Participates in an investigatory process being conducted on facility staff utilizing good interpersonal communication skills, investigative skills, personal observation and experience, Departmental/local operating procedures, California Code of Regulations, Penal Code, etc. on an as needed basis.
172.	For the safety and security of the staff, inmates, and the public, ensures compliance of a Community Correctional Facility contracted vendor with department policies and procedures as they relate to inmate housing and program needs to ensure compliance with court mandates (medical, dental, etc.) Penal Code, California Code of Regulations, other Departmental/local operating procedures, etc., on a daily basis.
173.	Ensures mandated files and paperwork are completed, for proper documentation, as necessary, utilizing Departmental/local operating procedures, California Code of Regulations, Records Retention Schedule, etc., on a daily basis.
174.	Ensures the rosters of current inmates are accurate and contains up-to-date information for the safety and security of the institution utilizing Departmental Data Processing System, Departmental/local operating procedures, inmate bed files, etc., on a daily basis.

EDITED TASK LISTING

CLASS: Correctional Sergeant

NOTE: Each position within this classification may perform some or all of these tasks.

Task #	Task
175.	Identifies inmate by photo identification and/or utilizing the gate pass system for inmate accountability and the safety and security of the institution utilizing Departmental/local operating procedures, Departmental Data Processing System, etc., on a daily basis.
176.	Ensures inmates are treated with fairness and consistency when applying policies and procedures utilizing good interpersonal communication skills, personal observation and experience, investigative skills, court mandates, Departmental/local operating procedures, California Code of Regulations, Penal Code, etc. on a daily basis.
177.	Ensures inmates with disabilities are identified and treated in accordance with court mandates, utilizing good interpersonal communication skills, personal observation and experience, Departmental/local operating procedures, California Code of Regulations, Penal Code, etc. on a daily basis.
178.	Reviews inmate Central Files to obtain information important for the proper handling and housing of each inmate utilizing court mandates, personal experience, Departmental/local operating procedures, California Code of Regulations, etc. on a daily basis.
179.	Ensure subordinate staff maintain current housing roster, bed designations (e.g., heat risk, LB/LT, DPW, etc.) and picture card files are maintained for each inmate in a housing unit to comply with court mandates, maintaining the safety and security of the institution utilizing Departmental Data Processing System, Departmental/local operating procedures, pertinent documents, etc., on a daily basis.
180.	Ensures housing unit staff conducts routine housing unit inspections for the safety and security of the institution, utilizing search logs, housing unit log books, daily tours, inventory sheets, etc., on a daily basis.
181.	Ensures that all mandated services are provided to the inmate population in compliance with daily activity schedule and court mandates utilizing Departmental/local operating procedures, daily tours, personal observation, etc., on a daily basis.
182.	Ensures that both inmates and staff adhere to inmate/staff relations policies and procedures for the safety and security of the institution and court mandates utilizing California Code of Regulations, Departmental/local operating procedures, etc., on a daily basis.
183.	Monitors the application of and adherence to Inmate Work Incentive Program policies, procedures and activities to ensure proper documentation utilizing Penal Code, California Code of Regulations, Departmental/local operating procedures, etc., on a daily basis.
184.	Identify and/or validate gang members and associates to ensure the safety and security of the institution utilizing Departmental/local operating procedures, California Code of Regulations, good interpersonal communication skills, investigative skills, personal observation and experience, etc. on a daily basis.

EDITED TASK LISTING

CLASS: Correctional Sergeant

NOTE: Each position within this classification may perform some or all of these tasks.

Task #	Task
185.	Monitors/Document inmate disruptive groups within a specified area to ensure the safety and security of the institution utilizing Departmental/local operating procedures, California Code of Regulations, good interpersonal communication skills, investigative skills, personal observation and experience, etc. on a daily basis.
186.	Identifies predatory inmates to ensure the safety and security of the institution utilizing Departmental/local operating procedures, California Code of Regulations, good interpersonal communication skills, investigative skills, personal observation and experience, etc. on a daily basis.
187.	Monitor to ensure inmate behavioral documentation is submitted and processed according to departmental policies and procedures for the safety and security of the institution, utilizing good interpersonal communication skills, personal observation and experience, Departmental/local operating procedures, California Code of Regulations, Penal Code, etc. on a daily basis.
188.	Promotes acceptable attitudes and behavior of inmates for the safety and security of the institution, utilizing good interpersonal communication skills, personal observation and experience, Departmental/local operating procedures, California Code of Regulations, Penal Code, etc. on a daily basis.
189.	Responds to areas of conflict, i.e., staff/inmate, inmate/inmate, staff/staff for the safety and security of the institution, utilizing Alarm Response and Use of Force Training, Departmental/local operating procedures, etc., on an as needed basis.
190.	Ensures compliance with policies regarding special program placement inmates (close custody, etc.) for the safety and security of the institution utilizing Departmental Data Processing System, Penal Code, California Code of Regulations, Departmental/local operating procedures, etc., on a daily basis.
191.	Conducts safety and security inspections of the work site to maintain the safety and security of the institution, utilizing frequent tours, personal observation and experience, Departmental/local operating procedures, etc., on a daily basis.
192.	Ensure medical treatment for injured inmate workers is provided via first aid/emergency medical care and compliance with Worker Compensation regulations utilizing Departmental/local operating procedures, California Code of Regulations, Penal Code, etc. on an as needed basis.
193.	Monitors inmate program/work area productivity levels to ensure maximum efficiency utilizing productivity reports, other staff input, frequent tours, personal observation and experience, Departmental/local operating procedures, etc., on a daily basis.
194.	Ensures time cards, time sheets and payroll records reflect accurate data and are submitted in a timely manner to ensure proper documentation utilizing Inmate Work Training Incentive Program (IWTIP), Program Status Reports, Daily Movement Sheet (DMS), Penal Code, California Code of Regulations, Departmental/local operating procedures, etc., on a daily basis.

EDITED TASK LISTING

CLASS: Correctional Sergeant

NOTE: Each position within this classification may perform some or all of these tasks.

Task #	Task
195.	For the safety and security of the staff, inmates, and the public, maintains information regarding inmates on outside crews utilizing Daily Movement Sheet (DMS), gate passes/picture identification cards, Departmental/local operating procedures, Departmental Data Processing System, etc., on a daily basis.
196.	For the safety and security of the institution, locates inmates not appearing for scheduled activities utilizing institutional radios, telephones, public address system, Daily Movement Sheet (DMS), gate passes/picture identification cards, Departmental/local operating procedures, Departmental Data Processing System, etc., on an as needed basis.
197.	Schedules, coordinates and monitors inmate activities during special events to maintain the safety and security of the institution utilizing pertinent documents, institutional radios, telephones, public address system, Daily Movement Sheet (DMS), picture identification cards, Departmental/local operating procedures, etc., on an as needed basis.
198.	Continually assess and evaluate the racial and numerical balance of inmate activities/programs to ensure compliance with Inmate Work Training Incentive Program (IWTIP), Program Status Reports, Daily Movement Sheet (DMS), Departmental/local operating procedures, etc., on a daily basis.
199.	Ensures subordinate staff properly supervise each work crew for the safety and security of the staff, inmates, and the public, utilizing frequent informal counts, Inmate Work Training Incentive Program (IWTIP), Departmental/local operating procedures, personal tours and observation, good interpersonal communications skills, etc., on a daily basis.
200.	Ensures staff conduct random searches of inmates for the safety and security of the institution utilizing personal observation, on-the-job training, Post Orders, Departmental/local operating procedures, etc., on a daily basis.
201.	Monitors and evaluates activities and strategically place staff to ensure adequate security by maintaining high visibility and correctional awareness during the performance of their duties utilizing random tours, on-the-job training, inspections, Departmental/local operating procedures, etc. on a daily basis.
202.	Identifies over familiarity with volunteers assisting in an activity by maintaining high visibility and correctional awareness during the performance of their duties utilizing random tours, on-the-job training, inspections, Departmental/local operating procedures, etc. on a daily basis.
203.	Tours and inspects areas of activity, i.e., chow hall, education, medical, etc by maintaining high visibility and correctional awareness during the performance of their duties utilizing random tours, on-the-job training, inspections, Departmental/local operating procedures, etc. on a daily basis.
204.	Enforces time limits on inmate movement to the location of an activity by maintaining high visibility and correctional awareness during the performance of their duties utilizing random tours, on-the-job training, inspections, Departmental/local operating procedures, etc. on a daily basis.

EDITED TASK LISTING

CLASS: Correctional Sergeant

NOTE: Each position within this classification may perform some or all of these tasks.

Task #	Task
205.	Implements a modified activity schedule for inmates due to inclement weather conditions to ensure safety and security of the institution utilizing Departmental/local operating procedures, etc., on an as needed basis.
206.	Ensures that random and mandatory urine testing of both staff and inmates is conducted as needed for the safety and security of the institution utilizing the Penal Code, relevant Memoranda Of Understanding (MOU), California Code of Regulations, Departmental/local operating procedures, etc., on an as needed basis.
207.	Ensures inmates who commit crimes within the facility are detained and isolated for the safety and security of the institution utilizing Penal Code, Use of Force Policy, California Code of Regulations, Departmental/local operating procedures, etc., on an as needed basis.
208.	Requests and supervises the body cavity search of inmates/visitors for the safety and security of the institution utilizing Penal Code, Use of Force Policy, California Code of Regulations, Departmental/local operating procedures, etc., on an as needed basis.
209.	Observes an assigned area for evidence of illegal activity and/or evidence of infractions of rules by maintaining correctional awareness during the performance of their duties, utilizing random tours, on-the-job training, inspections, Departmental/local operating procedures, etc. on a daily basis.
210.	Ensures staff understand the importance of communication and observational techniques to maintain personal safety and the safety and security of the institution utilizing on-the-job training, good interpersonal communication skills, personal observation and experience, Departmental/local operating procedures, etc. on a daily basis.
211.	Ensures staff take steps to correct identified problems or issues before they escalate into a serious problem to maintain personal safety and the safety and security of the institution, utilizing good interpersonal communication skills, personal observation and experience, Departmental/local operating procedures, California Code of Regulations, Penal Code, etc. on a daily basis.
212.	Provides information and discusses with staff the identification of special needs inmates (e.g., ADA, mental health, etc.) to ensure compliance with court mandates utilizing Departmental/local operating procedures, daily tours, personal observation, etc., on a daily basis.
213.	Provides instruction and support to staff in dealing with difficult inmate problems to maintain personal safety and the safety and security of the institution utilizing on-the-job training, good interpersonal communication skills, personal observation and experience, Departmental/local operating procedures, etc. on a daily basis.
214.	Oversees the maintenance of a bulletin board, which posts inmate information to ensure compliance with court mandates utilizing personal tours and observation, pertinent documents, Departmental/local operating procedures, Departmental Directives, etc., on a daily basis.

EDITED TASK LISTING

CLASS: Correctional Sergeant

NOTE: Each position within this classification may perform some or all of these tasks.

Task #	Task
215.	Recognizes and responds to the special needs of the disabled inmate to ensure compliance with court mandates utilizing Departmental/local operating procedures, daily tours, personal observation, etc., on a daily basis.
216.	Makes appropriate referrals for inmates with unresolved problems to the appropriate Counselor, health care services, mental health services utilizing court mandates, Departmental/local operating procedures, etc., on a daily basis.
217.	Maintain accessibility and advises inmates on institutional regulations, services and sources of information by maintaining high visibility during the performance of their duties utilizing good interpersonal communications skills, random tours, California Code of Regulations, Departmental/local operating procedures, etc. on a daily basis.
218.	Reports/records and attempts to resolve inmate complaints and grievances at the informal level utilizing good interpersonal communications skills, Departmental/local operating procedures, California Code of Regulations, etc. on an as needed basis.
219.	Ensures subordinate staff observe inmates for signs/symptoms of personal issues or problems (e.g., mental disorder, alcohol, drug abuse or suicide) and making appropriate referrals utilizing personal observation and experience, inmate staff relations, court mandates, relevant training, Departmental/local operating procedures, etc., on a daily basis.
220.	Ensures the observation of an assigned area for evidence of unsatisfactory or unusual behavior and occurrences to maintain the safety and security of the institution utilizing correctional awareness during the performance of their duties, random tours, on-the-job training, inspections, Departmental/local operating procedures, etc. on a daily basis.
221.	Oversees measures taken designated to prevent injury by inmates to themselves, staff, or property damage to maintain the safety and security of the institution utilizing correctional awareness during the performance of their duties, random tours, inspections, Departmental/local operating procedures, etc. on a daily basis.
222.	For the safety of staff, inmates and the public, supervises and/or assigns correctional officers to escort or transport duty utilizing Watch Office, sign-in/sign-out sheets, Watch Office Tracking System (WOTS), Personnel Post Assignment Schedule (PPAS), Departmental/local operating procedures, etc. on a daily basis.
223.	Identifies those inmates compatible for escort together to maintain the safety and security of the institution utilizing bed cards, staff input, Central File, Inmate Segregation Profile (CDCR 114A1), etc., on an as needed basis.
224.	Responds to area where an inmate is refusing escort to resolve conflicts and personal problems for the safety and security of the institution, utilizing good interpersonal communication, investigative skills, personal observation and experience, Departmental/local operating procedures, etc. on a daily basis.

EDITED TASK LISTING

CLASS: Correctional Sergeant

NOTE: Each position within this classification may perform some or all of these tasks.

Task #	Task
225.	For the safety of staff, inmates, and the public, recognizes the need for special handling and supervises staff during escort/transport of particularly dangerous inmates by providing training and utilizing Central File, California Law Enforcement Telecommunications System (CLETS), Inmate Transfer Record (CDCR 135), Intake Housing Sheet (CDCR 1882), Inmate Segregation Profile (CDCR 114A1), etc., on an as needed basis.
226.	Ensures inmate program movement is properly supervised and completed and that all ducats and special passes are completed appropriately to maintain the safety and security of the institution utilizing Daily Movement Sheets (DMS), Departmental/local operating procedures, etc., on a daily basis.
227.	Maintains accurate movement records of inmates moving within or leaving the institution utilizing Departmental Data Processing System, Inmate Transfer Record (CDCR 135), Warden's Check-out Order (CDCR 161), Body Receipt (CDCR 123), Inmate Transfer form (GA 154), Departmental/local operating procedures, etc., on a daily basis.
228.	For Departmental needs and the safety of staff, inmates, and the public, transports inmates to and from locations outside the facility (e.g., medical appointments, court, to other institutions, etc.), utilizing Penal Code, Departmental/local operating procedures, Central Files, pertinent documents, etc., on a daily basis.
229.	Maintains a current class "B" or "C" driver's license as appropriate to be in compliance with California Laws utilizing Departmental/local operating procedures, etc., on a daily basis.
230.	For Departmental needs and the safety of staff, inmates, and the public, coordinates the scheduling of transportation teams to and from locations outside the facility (e.g., medical appointments, court, to other institutions, etc.), utilizing Penal Code, Watch Office, sign-in/sign-out sheets, Watch Office Tracking System (WOTS), Personnel Post Assignment Schedule (PPAS), Departmental/local operating procedures, Central Files, pertinent documents, etc., on a daily basis.
231.	For Departmental needs and the safety of staff, inmates, and the public, ensures the appropriate numbers of officers are armed when transporting inmates off grounds in compliance with Departmental policy utilizing Penal Code, Use of Force Policy, inmate case factors, Departmental/local operating procedures, etc. on a daily basis.
232.	For the safety of staff, inmates, and the public, ensures a count is conducted of the inmates aboard transport vehicles utilizing Departmental/local operating procedures, telephone, radio, on-the-job training, etc., on a daily basis.
233.	For the safety of staff, inmates, and the public, ensures transportation staff are knowledgeable of transport vehicle emergency procedures utilizing on-the-job training, Departmental/local operating procedures, etc., on a daily basis.

EDITED TASK LISTING

CLASS: Correctional Sergeant

NOTE: Each position within this classification may perform some or all of these tasks.

Task #	Task
234.	Supervises subordinate staff to ensure thorough safety checks of transportation vehicles are completed prior to departure (e.g., locking mechanisms, check the emergency exits, tires, fluids, etc.) for the safety of staff, inmates, and the public utilizing personal observations, check lists, Departmental/local operating procedures, etc., on a daily basis.
235.	For the safety of staff, inmates, and the public, maintains contact with transportation teams via available radios and telephones to monitor progress (e.g., estimated time of arrivals (ETAs), location issues, breakdowns, etc.), in compliance with Departmental/local operating procedures, etc., on a daily basis.
236.	For the safety of staff, inmates, and the public, ensures transportation teams carry appropriate supplies (e.g., gas credit cards, sack lunches, forms, etc.) utilizing inspections, personal observations, reports, on-the-job training, etc., in compliance with Departmental/local operating procedures, etc., on a daily basis.
237.	For the safety of staff, inmates, and the public, issues and receives transportation kits (e.g., vehicles, restraints, weapons, cell phones, radios, etc.) to ensure accountability, utilizing key and tool control procedures, Penal Code, Use of Force Policy, inmate case factors, Departmental/local operating procedures, etc. on a daily basis.
238.	For the safety of staff, inmates, and the public, assists in the preparation of sensitive transport details (e.g., high notoriety, high risk, etc.) by providing training and utilizing Central File, California Law Enforcement Telecommunications System (CLETS), Inmate Transfer Record (CDCR 135), Inmate Segregation Profile (CDCR 114A1), Departmental/local operating procedures, etc., on an as needed basis.
239.	For the safety of staff, inmates, and the public, ensures the institution's coordination of medical and security transportation of inmates to and from locations outside the facility (e.g., medical appointments, court, to other institutions, etc.), utilizing pertinent documents, Penal Code, Watch Office, sign-in/sign-out sheets, Watch Office Tracking System (WOTS), Personnel Post Assignment Schedule (PPAS), Departmental/local operating procedures, Central Files, etc., on a daily basis.
240.	For the safety of staff, inmates, and the public, secures and handles packaged, prescribed inmate medications in compliance with court mandates, utilizing Departmental/local operating procedures, etc., on a daily basis.
241.	Issues, inventories or returns all emergency hospital transportation equipment (e.g., vehicles, restraints, weapons, cell phones, radios, etc.) to ensure accountability, utilizing key and tool control procedures, Penal Code, Use of Force Policy, Departmental/local operating procedures, etc. on a daily basis.
242.	Obtains and secures transportation vehicles, during non-business hours, by utilizing the search and secure process (vehicle accountability plan), in compliance with Departmental/local operating procedures, institutional needs, etc., on a daily basis.

EDITED TASK LISTING

CLASS: Correctional Sergeant

NOTE: Each position within this classification may perform some or all of these tasks.

Task #	Task
243.	For the safety of staff, inmates, and the public, supervises the loading and unloading of transportation vehicles (cars, vans, and buses) utilizing personal observation and experience, on-the-job training, Departmental/local operating procedures, etc., on a daily basis.
244.	For the safety of staff, inmates, and the public, ensures the vehicle undergoes post transportation inspection procedures (e.g., sanitation, security, etc.) utilizing personal observation and experience, on-the-job training, Departmental/local operating procedures, etc., on a daily basis.
245.	For the safety of staff, inmates, and the public, prepares routine and emergency transportation paperwork, utilizing Central File, California Law Enforcement Telecommunications System (CLETS), Departmental Data Processing System, Inmate Transfer Record (CDCR 135), Warden's Check-out Order (CDCR 161), Body Receipt (CDCR 123), Departmental/local operating procedures, etc., on a daily basis.
246.	For the safety of staff, inmates, and the public, ensures teams have appropriate communication capabilities, (e.g., cell phones, radios, etc.) to ensure accountability, utilizing key and tool control procedures, Penal Code, Departmental/local operating procedures, etc. on a daily basis.
247.	For the safety of staff, inmates, and the public, ensures subordinate staff have safety equipment to transport inmates with communicable or bloodborne pathogen transmitted diseases and follow decontamination procedures in compliance with Departmental/local operating procedures, etc., on a daily basis.
248.	For the safety of staff, inmates, and the public, ensures presence of safety equipment in transportation vehicles (e.g., spare tire, flares, reflectors, first aid kits, etc.) utilizing pre-transport vehicle inspection check list, Departmental/local operating procedures, etc. on a daily basis.
249.	For the safety of staff, inmates, and the public, notify outside agencies of high risk inmate transportation through their jurisdiction utilizing facsimile (fax) machine, telephone, etc. in compliance with Departmental/local operating procedures, etc., on an as needed basis.
250.	For the safety of staff, inmates, and the public, ensures that safety requirements (e.g., seat belts, wheelchair restraints, etc.) are operational when transporting inmates utilizing personal observation, Departmental/local operating procedures, etc., on a daily basis.
251.	For the safety of staff, inmates, and the public, ensures that the security risk of inmates (e.g., escape risk, life sentence, behavioral history, etc.) are discussed with all assigned transportation staff identifying risks and dangers utilizing on-the-job training, good interpersonal communication skills, etc., on a daily basis.
252.	For the safety of staff, inmates, and the public, assigns appropriate transportation staff to ensure transportation teams are qualified to carry out a prescribed mission in compliance with Departmental/local operating procedures utilizing Watch Office, sign-in/sign-out sheets, Watch Office Tracking System (WOTS), Personnel Post Assignment Schedule (PPAS), etc., on a daily basis.

EDITED TASK LISTING

CLASS: Correctional Sergeant

NOTE: Each position within this classification may perform some or all of these tasks.

Task #	Task
253.	Assesses transportation staff maintain qualifications by reviewing weapons qualifications cards, driver's licenses, In-Service Training files, in compliance with Departmental/local operating procedures, on a daily basis.
254.	Ensures transportation staff maintain qualifications by scheduling the required training to maintain compliance with Departmental/local operating procedures, etc., on a daily basis.
255.	For the safety of staff, inmates, and the public, ensures proper documentation is completed prior to transport (e.g., Inmate Transfer Record (CDCR 135), Body Receipt (CDCR 123), etc.), in compliance with Departmental/local operating procedures, etc., on a daily basis.
256.	For the safety and security of the institution, ensures safety and security within an area of responsibility by maintaining high visibility and correctional awareness utilizing random tours, on-the-job training, inspections, etc. on a daily basis.
257.	Monitors and ensures that all staff are in compliance with health and safety procedures and regulations, for the safety and security of the institution by conducting safety meetings regularly utilizing personal observations, frequent tours, on-the-job training, Departmental/local operating procedures, etc., on a daily basis.
258.	Ensures that all staff returning from extended leave or light duty have been cleared by the Return to Work Coordinator to return to full duty in compliance with Departmental/local operating procedures, local agreements, Memoranda Of Understanding (MOU), etc., on a daily basis.
259.	Ensures that staff have received training and are proficient with the use of all job related equipment (e.g., weapons, Self-Contained Breathing Apparatus (SCBA), etc.), utilizing on-the-job training, In-Service Training records, personal observation, Departmental/local operating procedures, etc., on a daily basis.
260.	Ensures alarm checks, quarterly fire and emergency drills are conducted with established procedures by reviewing logs, fire drill reports, daily activity reports, etc., utilizing on-the-job training, personal observation, Departmental/local operating procedures, etc., on a daily basis.
261.	Takes appropriate action to prevent the introduction of contraband into the facility to ensure the safety and security of the institution by providing on-the-job training to subordinate staff and utilizing random searches, personal observation, experience, Departmental/local operating procedures, etc. on a daily basis.
262.	Takes all measures to ensure the safety and security, physical integrity of the institution by providing on-the-job training to subordinate staff and utilizing random searches, personal observation, experience, Departmental/local operating procedures, etc. on a daily basis.
263.	Listens to, reads, interprets and implements the direction of superiors to ensure compliance with directives utilizing good interpersonal communications skills, on-the-job training, staff meetings, personal observations and experiences, etc., on a daily basis.

EDITED TASK LISTING

CLASS: Correctional Sergeant

NOTE: Each position within this classification may perform some or all of these tasks.

Task #	Task
264.	Listens to and interprets information being provided verbally, (e.g., direction from superiors, conferences, meetings, staff and inmate communications, reports of unit activities, etc.), utilizing good interpersonal communications skills, active listening, staff meetings, personal observations and experiences, etc., on a daily basis.
265.	Listens to and participates in radio transmissions utilizing appropriate radio etiquette and verbiage in compliance with Departmental/local operating procedures, etc., on a daily basis.
266.	Listens for unusual sounds that may indicate suspicious activities or disturbances to maintain the safety and security of the institution utilizing correctional awareness, input from other staff, investigated skills, Departmental/local operating procedures, etc., on a daily basis.
267.	Serves as panel member on hiring interviews to assess the suitability of potential employees utilizing good interpersonal communication skills, personal observation and experience, knowledge of classification, etc., on an as needed basis.
268.	Read facility and departmental rules, procedures, regulations, administrative bulletins, memorandum, post orders and other formal written materials for updated information and direction to remain updated on current information/tasks utilizing personal knowledge, experience, etc., on a daily basis.
269.	Reviews various lists for a specified unit to ensure compliance with policies and procedures, (e.g., ducat, yard, paper tray, special restraint, single cell, and walk-alones) to maintain the safety and security of the institution, utilizing personal knowledge and experience, staff input, pertinent documents, Departmental/local operating procedures, etc., on a daily basis.
270.	Reads log books to stay informed of unit/facility activities and unusual occurrences, to maintain the safety and security of the institution, utilizing personal knowledge and experience, staff input, pertinent documents, Departmental/local operating procedures, etc., on a daily basis.
271.	Gathers, enters, retrieves and reads data from, and prepares and prints information from, a computer or facsimile, (e.g., spreadsheets, electronic mail, narrative reports, etc.), to maintain the safety and security of the institution, utilizing personal knowledge and experience, staff input, pertinent documents, Penal Code, Departmental/local operating procedures, etc., on a daily basis.
272.	Read bargaining unit Memorandums Of Understanding (MOU) and other employee relations documents to ensure supervisory and employee compliance with specified provisions utilizing personal knowledge and experience, staff input, pertinent documents, Government Code Departmental/local operating procedures, etc., on a daily basis.

EDITED TASK LISTING

CLASS: Correctional Sergeant

NOTE: Each position within this classification may perform some or all of these tasks.

Task #	Task
273.	Gathers and reports information verbally and/or in writing, (e.g., documenting a sequence of events, evidence, activities occurring during a shift, suspicious or irregular staff behavior, etc.) to maintain the safety and security of the institution, utilizing personal knowledge and experience, staff input, pertinent documents, Penal Code, California Code of Regulations, Departmental/local operating procedures, etc., on a daily basis.
274.	Prepares correspondence, inter-departmental memorandums, procedures, post orders and other administrative paperwork to maintain the safety and security of the institution, utilizing personal knowledge and experience, staff input, pertinent documents, Penal Code, California Code of Regulations, Departmental/local operating procedures, etc., on a daily basis.
275.	Prepares written responses to inmate appeals to maintain the safety and security of the institution, utilizing personal knowledge and experience, staff input, pertinent documents, Penal Code, California Code of Regulations, Departmental/local operating procedures, etc., on a daily basis.
276.	Assesses employee grievances, collects information and prepares written responses ensuring compliance with laws, policies and procedures utilizing Government Code, Penal Code, Memoranda Of Understanding (MOU), California Code of Regulations, personal knowledge and experience, staff input, pertinent documents, Departmental/local operating procedures, etc., on a daily basis.
277.	For the safety of staff, inmates, and the public, develops and maintains effective relationships with staff at all levels and disciplines/classifications, with inmates and the public to facilitate the flow of information throughout the chain of command utilizing good interpersonal communication skills, personal knowledge and experience, high visibility, staff meetings, on-the-job training, etc., on a daily basis.
278.	For the safety of staff, inmates, and the public, emphasizes within a specified area the importance of communication amongst staff and between staff and inmates utilizing good interpersonal communication skills, personal knowledge and experience, high visibility, staff meetings, on-the-job training, etc., on a daily basis.
279.	For the safety and security of the institution, briefs oncoming shift Sergeant and staff for information exchange utilizing good interpersonal communication skills, personal knowledge and experience, daily activity reports, program status reports, log books, etc., on a daily basis.
280.	For the safety and security of the institution, participates and shares information in facility management meetings utilizing good interpersonal communication skills, personal knowledge and experience, daily activity reports, program status reports, log books, etc., on a daily basis.
281.	For the safety and security of the institution, relays critical information during Classification Committee by providing input and/or knowledge of the inmate utilizing personal observations, information gathering, etc. on an as needed basis.

EDITED TASK LISTING

CLASS: Correctional Sergeant

NOTE: Each position within this classification may perform some or all of these tasks.

Task #	Task
282.	For the safety and security of staff, inmates, and the public, participates in Departmental Task Forces by providing input and/or knowledge utilizing Government Code, Penal Code, California Code of Regulations, personal knowledge and experience, staff input, pertinent documents, Departmental/local operating procedures, etc., on an as needed basis.
283.	For the safety of staff, inmates, and the public, participates in training programs utilizing Penal Code, Departmental/local operating procedures, court mandates, personal knowledge, skills and experience, etc. on an as needed basis.
284.	For the safety and security of the institution, provides inmates with institution orientation utilizing good interpersonal communication skills, inmate orientation handbook, California Code of Regulations, Departmental/local operating procedures, etc., on a daily basis.
285.	Appears at legal proceedings and testifies if required, (e.g., court, State Personnel Board hearing, etc.) in order to provide testimony, utilizing personal knowledge and experience, Departmental/local operating procedures, California Code of Regulations, Penal Code, etc. on an as needed basis.
286.	Answers telephone calls, route calls and takes messages to ensure the safety and security of the institution utilizing good interpersonal communication skills, personal knowledge and experience, etc., on a daily basis.
287.	Conveys to superiors, verbally and in writing, complaints made by staff or inmates to facilitate the flow of information throughout the chain of command utilizing good interpersonal communication skills, personal knowledge and experience, staff meetings, etc., on a daily basis.
288.	Represents the department with the public to maintain a positive and professional image on and off duty utilizing good interpersonal communication skills, personal knowledge and experience, available pertinent information, media resources, departmental needs, etc. on a daily basis.
289.	Communicates with the Men's Advisory Council and/or Inmate Advisory Council to facilitate the flow of information utilizing good interpersonal communication skills, personal knowledge and experience, meetings, Departmental/local operating procedures, program status reports, etc., on a daily basis.
290.	Conducts facility tours for authorized persons/groups to maintain a positive and professional image utilizing good interpersonal communication skills, personal knowledge and experience, available pertinent information, media resources, departmental needs, etc. on an as needed basis.
291.	Manages resources (e.g., personnel, training, etc.) in accordance with departmental and administrative goals, objectives and priorities to efficiently provide for the safety of staff, inmates, and the public, utilizing court mandates, personal knowledge and experience, Departmental/local operating procedures, relevant personnel resources, etc., on a daily basis.

EDITED TASK LISTING

CLASS: Correctional Sergeant

NOTE: Each position within this classification may perform some or all of these tasks.

Task #	Task
292.	Gains the trust and support of, and works with peers in various functional areas, to maintain a cohesive, cross-functional operation and a global perspective of issues, concerns and priorities utilizing personal knowledge and experience, good interpersonal communication skills, accessibility, staff meetings, etc., on a daily basis.
293.	Supports continuous improvement by identifying and capitalizing on opportunities and making recommendations for new or improved internal control systems, policies procedures and protocols utilizing personal knowledge and experience, good interpersonal communication skills, accessibility, staff meetings, Penal Code, California Code of Regulations, Departmental/local operating procedures, etc., on a daily basis.
294.	Accepts responsibility naturally within the scope of assignments and establishes productive working relationships with subordinates, peers, management, inmates and all others contacted during the course of business utilizing command presence/leadership skills, good interpersonal communication skills, personal knowledge and experience, accessibility, etc., on a daily basis.
295.	Keep peers and staff abreast of key agency policies and priorities, which may impact the program area, goals and/or career interests utilizing Government Code, Penal Code, Memoranda Of Understanding (MOU), California Code of Regulations, personal knowledge and experience, staff input/meetings, on-the-job training, pertinent documents, Departmental/local operating procedures, promotional opportunities, etc., on a daily basis.
296.	Is open to, adapts behavior and work methods in accordance with, and helps staff adjust to changing situations, (e.g., changes in management/administrative direction, priorities, procedures, protocols and/or needs, changes due to innovation, etc.) utilizing command presence/leadership skills, good interpersonal communication skills, personal knowledge and experience, accessibility, etc., on a daily basis.
297.	Addresses changing conditions and/or unexpected obstacles (e.g., changes in management/administrative direction, priorities, procedures, protocols and/or needs, changes due to innovation, etc.) to ensure efficient operations utilizing command presence/leadership skills, good interpersonal communication skills, personal knowledge and experience, accessibility, etc., on a daily basis.
298.	Deals effectively with pressure, stress, ambiguity, and supports/implements management changes, sometimes with little supporting information, to ensure efficient operations utilizing command presence/leadership skills, high visibility, good interpersonal communication skills, personal knowledge and experience, accessibility, etc., on a daily basis.
299.	Takes the initiative to obtain information on important issues and situations, considers it in the context of departmental and administrative goals, and uses it to recommend improved processes, revised policies, procedures and/or protocols utilizing personal knowledge and experience, good interpersonal communication skills, accessibility, staff meetings, Penal Code, California Code of Regulations, Departmental/local operating procedures, etc., on a daily basis.

EDITED TASK LISTING

CLASS: Correctional Sergeant

NOTE: Each position within this classification may perform some or all of these tasks.

Task #	Task
300.	Easily and willingly adapts leadership and interpersonal communication style in order to work effectively with diverse personalities, professions and backgrounds utilizing command presence/leadership skills, good interpersonal communication skills, personal knowledge and experience, accessibility, etc., on a daily basis.
301.	Channels stress appropriately, maintains perspective and de-escalates anxiety and panic in others to ensure efficient operations utilizing command presence/leadership skills, high visibility, good interpersonal communication skills, personal knowledge and experience, accessibility, etc., on a daily basis.